

Discover BUSINESS AND ADMINISTRATIVE SERVICES

Program Overview

The Butler Tech Business and Administrative Services program is designed much like a college business administration program. Students take approximately one course per year, beginning with business foundations. This is the first course in the Butler Tech Business Program. Students will obtain knowledge and skills in fundamental business activities. Students will acquire knowledge of business processes, economics and business relationships. Employability skills, leadership, communications, and personal financial literacy will be addressed.

Student Organization

Butler Tech Business and Administrative Services students participate in Business Professionals of America (BPA). BPA is a career tech student organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management. Throughout the year, students compete in a variety of competitions to enhance their knowledge, skills and leadership development. BPA is an international organization allowing Hamilton High School students to compete with young leaders.

bt Butler
Tech
in Hamilton City
Schools

Coursework

- Business Foundations
- Marketing/Sales
- Management
- Entrepreneurship



Your PASSION. Your PURPOSE. Your IMPACT.

Business Foundations

This entry level business course will allow students to obtain knowledge and skills in fundamental business activities, and acquire knowledge of business processes, economics and business relationships. Students will use technology to synthesize and share business information. Employability skills, communications, leadership, and personal financial literacy will be addressed. This meets the one-half technology graduation requirement (sem 1) and one-half financial literacy graduation requirement (sem 2). Also offered in a block.

Marketing/Sales

Students will develop plans and networks to move materials, information, products and services through organizations. Students will analyze transportation cost structures and reverse logistics' costs. They will utilize technology to evaluate warehouse size and space layouts. Students will also design receiving and fulfillment processes and develop preventive maintenance schedules. Requirements for the treatment, storage, and disposal of hazardous materials will be emphasized. Project management techniques and international business will be examined.

Management

This course introduces the processes and activities involved in business. Management provides core content applicable to all aspects of business and encompasses the practical applications of management theory. Students will be introduced to the fundamental management functions including planning, organizing, leading, and controlling from multiple business perspectives.

Entrepreneurship

This course builds students' skills in the knowledge of types of business ownership, legal issues, business finance/start-up costs, business trends, site selection, marketing, pricing strategies and the development of a business plan on the students' product/service of choice.

"Business courses and have helped build my confidence. My improved communication skills are going to be a great help in my future career."

Student, Business and Administrative Services

Discover **Business and Administrative Services through Butler Tech and pursue a career that's right for you.**

Butler Tech connects high school students to career technical education in more ways than ever. Complete your traditional academic courses in your school and enhance your educational experience with career-focused labs and on-the-job training. Each moment in a Butler Tech career technical course is a step toward building your future.



See your guidance counselor for application information.

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